



## Administrative Policies and Procedures: 30.5

<b>Subject:</b>	<b>Use, Maintenance and Responsibilities of Operating State Vehicles</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	COA: ASE 6.01; 6.03
<b>Application:</b>	To All Department of Children's Services Employees

### Policy Statement:

The Department of Children's Services shall utilize state vehicles for conducting official State business.

### Purpose:

To comply with the Department of General Services' rules and regulations for the operation, maintenance, responsibilities and requirements of usage of state vehicles.

### Procedures:

<b>A. Appointment of transportation coordinators</b>	<ol style="list-style-type: none"><li>1. Regional Administrators, Directors, DCS Group Home Directors and Youth Development Center Superintendents will appoint an employee within their division/facility to serve as the Transportation Coordinator.</li><li>2. Written notification of the name of the staff person appointed as the Transportation Coordinator for each DCS facility will be provided to the Director of Facilities and Support Services.</li><li>3. The Director of Facilities and Support Services will appoint a staff person to serve as the Central Office Transportation Coordinator and to function as the department's liaison with the Department of General Services.</li></ol>
<b>B. Responsibilities of the regional/YDC transportation coordinators</b>	<ol style="list-style-type: none"><li>1. The transportation coordinators will make regular inspections of vehicles, monitor, and schedule preventative maintenance services with designated vendors or Department of Transportation (DOT) facilities.</li><li>2. The transportation coordinator will:<ol style="list-style-type: none"><li>a) Submit the original and one copy of form <b>GS-0483, Monthly Vehicle Mileage Report/Travel Log</b>, for each vehicle assigned to their division/facility to the Central Office Transportation Coordinator no later than the 25<sup>th</sup> of each month.</li></ol></li></ol>

	<p>b) Maintain a file folder for each vehicle for keeping all records and current information pertaining to the following:</p> <ul style="list-style-type: none"> <li>◆ Maintenance schedule</li> <li>◆ Tennessee Operator's Reports (accident report), Form TDS-SR-1A, when applicable</li> <li>◆ A copy of form <b>GS-0483, Monthly Vehicle Mileage Report/ Travel Log</b></li> </ul>
<b>C. Responsibilities of the Central Office transportation coordinators</b>	<ol style="list-style-type: none"> <li>1. The transportation coordinators will make regular inspections of vehicles, monitor preventative maintenance services with designated vendors or Department of Transportation (DOT) facilities.</li> <li>2. Receive the original <b>Monthly Vehicle Report/Travel Log (GS-0483)</b> for each vehicle assigned to individuals of DCS Central Office no later than the 25<sup>th</sup> of each month.</li> <li>3. Maintain a file folder for each vehicle for keeping all records and current information pertaining to the following: <ol style="list-style-type: none"> <li>a) Maintenance schedule;</li> <li>b) Form <b>TDS-SR-1A, Tennessee Operator's Reports</b> (accident report) when applicable; and</li> <li>c) The original copy of form <b>GS-0483, Monthly Vehicle Mileage Report/Travel Log</b></li> </ol> </li> </ol>
<b>D. Responsibilities of vehicle operators</b>	<ol style="list-style-type: none"> <li>1. Vehicle operators must: <ol style="list-style-type: none"> <li>a) <b><u>Not smoke or permit anyone to smoke in any DCS fleet vehicle;</u></b></li> <li>b) Have a valid driver's license in their immediate possession when operating a state-owned vehicle. The license must document the appropriate <b>driver license classification(s)</b> and necessary endorsement(s) appropriate to the type and purpose of vehicle to be operated in the performance of their official duties.</li> <li>c) Bear the classification(s) and necessary endorsement(s) appropriate to the type and purpose of vehicle to be operated in the performance of their duties.</li> <li>d) Bear responsibility for all costs associated with obtaining a driver's license.</li> <li>e) Obey all traffic laws, seat belt and child restraint laws and operate the vehicle safely, consistent with local and state laws, traffic flow, and weather conditions. (Review DCS Policy <b><u>31.15, Transportation of Children/Youth by Regional and Field Employees.</u></b>)</li> <li>f) Complete form <b>GS-0483, Monthly Vehicle Mileage Report/Travel Log</b>, for each trip, and will submit the report to their Transportation Coordinator</li> </ol> </li> </ol>

	<p>to be reported to Central Office Transportation Coordinator each month.</p> <p>g) Be responsible for any traffic citations issued.</p> <p>h) Take appropriate measures to protect the safety of all persons who are in the vehicles.</p> <p>2. Prior to issuing keys to a state vehicle, the immediate supervisor must verify the employee's possession of a valid driver's license.</p> <p>3. An employee may receive a disciplinary action if the Department of Children's Services is notified that the employee has committed a traffic violation and/or received a citation or is responsible for non-payment of a traffic citation.</p> <p>4. Supervisors will discuss the abuse of vehicles with the vehicle operator immediately upon learning of any abuse, and will also report the incident to the transportation coordinator and head of their division/facility.</p> <p>5. Employees, volunteers, and youth found to be abusing state vehicles will be subject to disciplinary action.</p>
<p><b>E. To schedule and reserve state vehicles</b></p>	<p>Vehicles are available for official state business only from the Department of General Services, Motor Vehicle (MVM) division. Vehicles may be reserved according to the following:</p> <p>1. Form <b>GS-0005, Dispatch Assignment</b> must be filled out with the following information completed:</p> <p>a) Operator's name;</p> <p>b) Allotment code and cost center;</p> <p>c) Destination;</p> <p>d) Vehicle pickup and return dates; and</p> <p>e) Driver's license number and expiration date.</p> <p>2. Contact MVM Dispatch to reserve a vehicle for the dates requested; contact information can be accessed from this Website:  <a href="http://www.tennessee.gov/generalserv/mvm/index.html">http://www.tennessee.gov/generalserv/mvm/index.html</a></p> <p>3. MVM will assign a reservation number to put on the <b>Dispatch Assignment</b> form.</p> <p>4. After completion and assignment of a reservation number, the <b>Dispatch Assignment</b> form must be approved by the proper authority:</p> <p>a) Regional personnel must have the approval of the Regional Administrator;</p> <p>b) Central Office personnel must have the approval of the appropriate staff from the Facilities Management and Support Services division.</p> <p>5. The completed, signed <b>Dispatch Assignment</b> form must be presented to MVM when the vehicle is picked up.</p>

	<p>6. When the vehicle is returned to MVM, a copy of the <b><i>Dispatch Assignment</i></b> form and a copy of a Dispatch Transaction Ticket will be given to the operator. Both documents must be sent to the MVM staff in the Central Office Facilities Management and Support Services division.</p>
<b>F. Fuel</b>	<p>Operators must obtain gasoline from the DOT facilities or other approved "Fuelman" authorized locations. Fueling guidelines and other instructions will be outlined in the <b><i>MVM Motor Vehicle Operator's Reference Manual</i></b> that will be available to the operator when the vehicle is picked up.</p>
<b>G. Security of state vehicles</b>	<p>1. All vehicles must be:</p> <ul style="list-style-type: none"><li>a) Kept locked when not in use; and</li><li>b) Equipped with fire extinguishers.<ul style="list-style-type: none"><li>◆ On all vehicles assigned to the DCS fleet, the Transportation Coordinator must ensure that all vehicles are equipped with fire extinguishers and first aid kits and ensure that the fire extinguishers are maintained per factory instructions and first aid kits are replenished and stocked as needed.</li></ul></li></ul> <p>2. <b><u>For DCS youth development centers only:</u></b></p> <ul style="list-style-type: none"><li>a) All vehicles must be parked in a centralized location on the facility grounds.</li><li>b) Keys must be kept at a locked centralized location within the facility.</li></ul>
<b>H. Accidents</b>	<p>1. The vehicle operator will Immediately report:</p> <ul style="list-style-type: none"><li>a) Each accident or incident involving state vehicles coming in contact with any object, whether it is another vehicle, person, post, tree, animal, or building, to law enforcement officials.</li><li>b) The accident or incident, in writing, to the Central Office Transportation Coordinator.</li></ul> <p>2. The Central Office Transportation Coordinator will immediately report the accident to the Wreck Coordinator at the Division of MVM, Department of General Services and will follow up with a written memo explaining the circumstances of the accident.</p> <p>3. The Division of Motor Vehicle Management will determine the severity of the damage.</p> <p>4. The Transportation Coordinator will submit a copy of all reports to the Central Office Transportation Coordinator, DCS Facilities Management and Support Services division.</p>

<b>Forms:</b>	<i>(These are <u>not</u> DCS forms but can be obtained from the Transportation Coordinators or Division of Motor Vehicle Management.)</i> <b><i>GS-0005 Dispatch Assignment</i></b> <b><i>GS-0483 Monthly Vehicle Mileage Report/Travel Log</i></b>
<b>Collateral documents:</b>	<b><i>MVM Motor Vehicle Operator's Reference Manual</i></b>